

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Research Staff/TR

DATE: 6 January 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 1

1. Significant Items: None

2. Other Items:

a. Personnel Office - New Assignments

The OTR Personnel Officer has been advised that the Personnel Office has reassigned a considerable number of personnel. This has resulted in [] being relieved as the OTR Placement Officer. At this writing, [] successor has not been named. The OTR Personnel Officer has been requested to recommend three such candidates to the Director of Training who, in turn, will discuss the matter with the Deputy Assistant Director for Personnel.

Another change in assignment will be the replacement of Mr. [] as OTR Classification Analyst. [] will remain long enough to complete the new OTR T/O, after which he will be replaced by []

There are also a number of clerical reassignments which will affect the handling of our personnel actions. These changes will almost certainly result in delays since in almost all cases new, and sometimes inexperienced, people will be handling OTR personnel matters in the Personnel Office.

✓ b. Career Development Program

The Personnel Officer met with the Chief, Personnel Utilization Division, Personnel Office, to discuss the details relative to the transfer of 40 Career Development slots from OTR to the Personnel Office. The Personnel Officer, OTR, discovered that no steps have been taken by the Personnel Office to administer the Career Development Program up to this writing. It will be necessary, therefore, for OTR representatives to continue to share a major burden of the administration of this program until the Personnel Office develops procedures and gains experience in the proper administration of these slots. The Chief, Personnel Utilization Division has assured us that his office will be in a position to accept complete responsibility for the administration of this program sometime in the latter part of January.

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c. Reserve Officers Training Center

✓ [] has been requested by the Director of Training to develop preliminary plans for the utilization of [] for use by []

d. Personnel Slotting

At the request of the Chairman, OTR Career Service Board, the Personnel Section is now preparing a study, with recommendations, concerning a procedure for the proper and equitable slotting of personnel on the new T/O. The Personnel Officer anticipates that this study will be completed in time for submission to the January mid-month Career Service Board meeting.

e. PP Career Service Board Meeting

The OTR Personnel Officer represented the Director of Training at the PP Career Service Board meeting on 4 January 1955, at which time this Board was considering the promotion of an OTR Instructor having a PP Staff designation.

g. Construction of Paved Walk -

The macadam walk from the [] parking lot to the front entrance of this building was completed on 4 January 1955.

h. Report on the utilization of [redacted] is attached.

Chief, Administrative Branch/TR

Attachment